

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Monday, August 19, 2013 10:34 AM
To: Robinson, Lori
Subject: RE: File Cleanup

Hi Lori,

Please begin a new form and a new box in Versatile. You can start with the old form. I've updated the box entry to be consistent with the current procedures for entering destruction boxes so you can just make the changes there too. Please let me know if you have questions.

Thank you,

Joyce Aoyama
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From: Robinson, Lori
Sent: Monday, August 19, 2013 9:51 AM
To: Aoyama, Joyce
Subject: File Cleanup

Hi Joyce, in March 2012 we created forms for destroying old files. Can I add files to that form or do I have to start anew?

The files I'm cleaning out are Indian Land/Drinking Water Bacterial Lab Sample Slips from 2002 thru 2008.

Can I add the inches total to the above form?

Thanks

Lorie Robinson
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